

Contractor Registration Information Sheet

1. Certificate of Occupancy

Division of Building Inspection
101 E. Vine St., 2nd floor
Lexington, KY 40507
859-258-3770

Home Office Certificate of Occupancy- \$10

Certificate of Occupancy for an existing commercial building- \$25

****This step is not required if the office is not located in Fayette County**

2. Occupational Business License

Division of Revenue
200 E. Main St., 2nd floor
Lexington, KY 40507
859-258-3340

3. Liability and Workers Compensation Insurance

Fax insurance to the Division of Building Inspection at 859-258-3780.

The certificate holder should be listed as: LFUCG

Division of Building Inspection
200 E. Main St.
Lexington, KY 40507

***If the company does not have employees or carry workers compensation, an affidavit will accompany the Contractors Registration application.**

4. Contractors Registration Application

The application can be obtained from the Division of Building Inspection or online at www.lexingtonky.gov, under City Government→Public Safety→Building Inspection→ Contractors Registration Application

****If you have any questions, please contact Tonia Walters at 859-258-3227.**

ALL ASSOCIATED FEES ARE PAYABLE IN CASH OR CHECK ONLY